GOVERNMENT OF ANDHRA PRADESH
A B S T R A C T

MA&UD Department – MEPMA – Draft Human Resource Policy for MEPMA Employees – Approved – Orders Issued.

MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT (UBS) DEPARTMENT

G.O.MS.No. 287 **Dated: 30-08-2018**

Read the following:.

1. From the Mission Director, MEPMA, Guntur, Lr. Roc. No. MEPMA- 15021(32)/9/2018, Dated: 04-05-2018.
2. From the Mission Director, MEPMA, Guntur, Lr. Roc. No. MEPMA- 5021(32)/9/2018, Dated: 04-05-2018 & 29-05-2018.

*****

O R D E R:

In the circumstances reported by the Mission Director, Mission for Elimination of Poverty in Municipal Areas, Guntur in the references read above, Government hereby approve the Human Resources Policy for the MEPMA Employees appended to this order.

2. The Mission Director, Mission for Elimination of Poverty in Municipal Areas, Guntur shall take necessary further action in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

R.KARIKAL VALAVEN
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Mission Director,
Mission for Elimination of Poverty in Municipal Areas,
Guntur.
Sf/Sc.

// FORWARDED :: BY ORDER //

DEPUTY DIRECTOR

HUMAN RESOURCE POLICY- TERMS AND CONDITIONS OF EMPLOYMENT OF MEPMA EMPLOYEES, 2018

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PREAMBLE

Mission for Elimination of Poverty in Municipal Areas is a Society registered with Registration No. 1120/2007 under the provisions of Andhra Pradesh Societies Registration Act, 2001 on 10-07-2007. It is established as a society as per the orders of the Government of Andhra Pradesh vide G.O. Ms. No. 414 Municipal Administration & Urban Development (UBS) Department dated: 04-06-2007 for addressing the poverty issues in Urban Local Bodies in a comprehensive manner.

The appointments to public services have been regulated through enactment of Act II of 1993 which came into force from 25-11-1993 and through G.O. Ms. No. 212 of Finance & Planning (F.W. P.C.III) Department dated 22-04-1994. Since MEPMA came into existence after them, the individuals have been selected and given employment on contract basis or outsourcing basis by MEPMA with effect from 2007 and so these employees do not come under the purview and the meaning of regular Government Employment.

Government vide G.O.Ms. No. 414 MA& UD (UBS) Department dated: 04-06-2007 have issued orders for establishment of MEPMA clearly prescribing 3 tier structure ie., State , District and ULB levels duly indicating the cadres and cadre wise strength with the following instructions.

That MEPMA will engage on contract basis as many number of professionals/ functional specialists as required to fulfil the objectives set out for it.

That the required number of support staff will be taken either form various Government departments on deputation or out sourced from market.

To fill up the posts in the higher cadre / Senior management level by drawing suitable persons essentially from the Government Departments or from Municipal Administration and Urban Development Department on deputation

Further, Government vide G.O.Ms. No 119 Finance (SMPC) Department, dated 28-04-2008 and G.O. Ms. No. 129 MA&UD (UBS) Department, dated 31-05-2014 have sanctioned posts indicating the administrative structure at State, District and ULB levels. Meanwhile, Government of India in the NULM operational guidelines indicated the norms for Functional Specialists to be positioned at SMMU and CMMU levels. Keeping all these things in view, MEPMA has engaged different Functional Specialists /Professionals from time to time on contract or outsourcing as and when need arises to carry out the objectives set out for it. While doing so, it has created certain new designations due to allocation of new tasks to MEPMA. Further, it has taken Supporting Staff either from various Government Departments on deputation or through outsourcing from open Market. Being a registered society, the Mission for Elimination of Poverty in Municipal Areas took up selection of its own employees to suit Mission objectives and engaged their services **for fixed tenure purely on contract basis or on outsourcing**.

As the number of employees increased to a substantial number, a demand for Human Resource Policy has come from the employees as a natural consequence. The issue of extending HR policy as adapted in SERP to the personnel working in IKP- Urban (MEPMA) is engaging the attention of the Government for quite some time. Government vide G.O. Ms. No.336 Municipal Administration & Urban Development (UBS) Department dated: 01.03.2009 agreed in principle

"to implement the HR policy by the MEPMA Society for the personnel engaged in IKP- Urban (MEPMA) programs in the state inclusive of the Mission Cities of Hyderabad, Vijayawada and Vishakhapatnam on the lines of HR Policy implemented for the personnel working in rural areas under SERP".

and issued instructions to the Mission Director, MEPMA to take further action in the matter. Accordingly, MEPMA has evolved Human Resource Policy for its employees (Functional Specialists and the Supporting Staff) who are engaged on contract or outsourcing. It has unique features to suit the unique working conditions of Mission Mode approach where the involvement of employees with Community based organizations (SHGs/ SLFs/ TLFs) is of paramount importance.

The HR Policy clearly defines all the aspects relating to service matters and service conditions of the employees appointed on contract and outsourcing. While drafting HR Policy for MEPMA the **Terms and Conditions of the Human Resource Policy of SERP have been incorporated with slight modifications here and there to suit the organogram and needs of MEPMA**. All the financial and welfare benefits which are in vogue in SERP are proposed for MEPMA employees and incorporated in the HR Policy of MEPMA. In fact Human Resource Policy includes set of Terms and Conditions of Employment.

As a step in this direction, document of Human Resource Policy ie., Terms and Conditions of Employment of MEPMA Employees, 2018 is now placed before the Executive Committee for its approval in the first instance and thereafter for the approval of the Government. It is in fact instrumental for effective management of Human Resources. These Terms and Conditions (HR Policy) are applicable to the employees who are appointed on contract for fixed tenure and appointed on outsourcing in SMMU, DPMU and ULB levels who satisfy the conditions prescribed by the Executive committee/ Government and who are working on the date prescribed by the Executive Committee of the MEPMA.

The persons retired from the Government Organizations or Government Undertakings and Public Sector Undertakings and engaged/ employed by MEPMA either on contract or outsourcing and those who crossed 60 years of age will not come under the purview of this HR Policy.

In view of the distinct features unique to the MEPMA, these Terms and Conditions of Employment of MEPMA Employees, 2018 do not fall under the purview of Conventional Legal Fora dealing with service matters of regular Government Employees.

1. SHORT TITLE, COMMENCEMENT & APPLICATION

1.1 Short Title and Commencement:

These Terms and Conditions of Employment of MEPMA Employees shall be called as '**Terms and Conditions of Employment of MEPMA Employees, 2018'** and have come into force with effect from **t**he date of its approval by the Government or any other date as decided by the Government.

1.2 Application:

1. These Terms and Conditions of Employment shall apply to the Field Functionaries & the Supporting Staff of the MEPMA listed in **condition 2.2** of these Terms and Conditions of Employment.

2. These are not applicable to the Government Employees working on deputation in MEPMA.

3. These are not applicable to the persons retired from the Government Organizations or Government Undertakings and Public Sector Undertakings and engaged/ employed by MEPMA either on contract or outsourcing.

4. These are also not applicable to any employee working in MEPMA who crossed 60 years of age.

1.3 Definitions:

1. Government' means Government of Andhra Pradesh.

2 'Mission for Elimination of Poverty in Municipal Areas' which will be hitherto referred to as "MEPMA" is an autonomous society registered under Andhra Pradesh Societies Registration Act, 2001.

3 'Executive Committee' (EC) means the 'Executive Committee' of the MEPMA.

4 'Governing Body' means the Governing Body of the MEPMA.

5 'Mission Director' means the Mission Director of the MEPMA.

6 'State Mission Management Unit' (SMMU) is the state level unit of MEPMA to coordinate the activities of MEPMA with DPMUs, ULBs and other line departments.

7 'District Project Management Unit' (DPMU) is the district level unit of MEPMA, established for implementing the activities of the MEPMA in the district.

8 'Urban Local Body' includes Municipal Corporations, Municipalities and Nagar Panchayats in the state.

9 'Project Director' of DPMU is the Head of the DPMU who runs the administration and implement the activities of the MEPMA in the Urban Local bodies in the district.

10 'Level' – Level is a position in the organogram (hierarchy) of ' Field Functionaries' of MEPMA where designations with nearly equal status are grouped.

11 ' Class' is a group of categories of ' Supporting Staff' classified into a class.

12 'Category' is a cadre (position) in the organogram (hierarchy) of 'Supporting Staff' of MEPMA where designations with nearly equal status are grouped.

13 'Competent Authority' is the authority empowered to deal with specific functions prescribed by MEPMA.

14 'Basic Pay' – Basic pay is the pay exclusive of allowances as determined by the Executive Committee of MEPMA from time to time.

15 'Gross Pay' – Gross pay is the total remuneration drawn by an employee and it is inclusive of all other allowances other than Travel Allowance, Cell phone charges for which an employee is entitled to, as decided by the MEPMA.

16 'Period of Employment' – Period of employment is the employment in MEPMA, which includes the period on duty as well as on leave sanctioned by the competent authority.

17 'Year' means calendar year.

2. CREATION AND CLASSIFICATION OF POSTS

2.1 Determination of strength of employees:

i) The Executive Committee shall determine from time to time the employees' **strength** in each designation in a Level or strength of each category in a Class based on the need, work load and financial position. The Executive Committee is competent to create new posts with new designations, new levels and abolish the existing ones or rename them.

ii) The Executive Committee is competent to fix up their pay structure and other allowances such as Dearness Allowance; House Rent Allowance, Medical, Traveling Allowances etc.

iii) The Mission Director shall fix up the duties and responsibilities of all the employees designation wise from time to time with the approval of the Executive Committee.

2.2. Classification of Employees:

Keeping in view, the designations of the persons working and the nature of their duties being performed at present , the designations of the employees who are engaged/ employed on contract or outsourcing are broadly classified into ' **Functional Specialists'** and ' **Supporting Staff'** .

1. Classification of Field Functionaries:

The designations of the Field Functionaries working in SMMU, DPMUs & ULBs are classified into 5 'Levels".

TABLE- 1

FUNCTIONAL SPECIALISTS - SMMU (HEAD OFFICE); DPMU; ULB

Sl. No.	Level	Designation
1	L1	1. State Mission Manager (SMM)
2	L2	1. Consultant (H&N)
		2. Consultant (Bank Linkage);
		3. Consultant(finance);

Sl. No.	Level	Designation
3	L3	1. State Mission Coordinator (SMC)
		2. Technical Experts/ City Mission Managers (TE/CMM)
4	L4	1. District Mission Coordinators (DMC) / Town Mission Coordinator (TMC) working in SMMU (Head Office), DPMUs & ULBs
		2. Consultants (other than L2) working in SMMU or DPMU
		3. Assistant Mission Coordinator (ADMC)/ Town Mission Coordinator (TMC) working in SMMU (Head Office), DPMUs & ULBs
5	L5	1. Community Organizers

2: Classification of Supporting Staff- HEAD OFFICE

The designations of the Supporting Staff working in the Head Office (SMMU) of MEPMA are classified as CLASS-1. The designations of the Supporting Staff working in DPMU (District Office) & ULB are classified as CLASS- 2. The Supporting Staff belonging to CLASS-1 are further categorised into 4 categories. The Supporting Staff belonging to CLASS-2 are categorised into 2 categories.

TABLE:2

A: CLASS – 1: SMMU (HEAD OFFICE)

Class	Category	Designation
1	Category - 1	1. PA to MD
		2. MIS Managers
		3. IT Analytic
		4. System Administrator
		1. *Senior Accountant

	Category - 2	2. *Senior Assistant
	Category -3	1. Data Processing Officer (IT Anchor)
		2. Junior Assistant
		3. Data Entry Operator
	Category -4	1. Driver
		2. Office Subordinate
		3. Xerox Operator

TABLE: 3

B: CLASS-2: DPMU& ULB

Class	Category	Designation
2	Category – 1	1. Data Processing Officer (IT Anchor)
		2. Junior Assistant
		3. Data Entry Operator
	Category - 2	1. Office Subordinate

3. METHODS OF APPOINTMENT AND TENURE OF EMPLOYMENT

3.1. Method of Appointment and Appointing Authorities.

Subject to the provisions of these terms and conditions of employment, for various levels of Functional Specialists and for various categories of posts in Class 1 and Class-2 specified in column-(2), the Unit of Appointment, Method of Appointment and the Appointing Authority shall be as specified in the columns (3), (4) and (5) of the following tables.

3.2 Functional Specialists (SMMU, DPMUs & ULBS)

For various levels of Functional Specialists specified in column-(2), the Unit of Appointment, Method of Appointment and the Appointing Authority shall be as specified in the columns (3), (4) and (5) of the following TABLE-1

TABLE- 1

Level	Designation	Unit of Appoin tment	Method of Appointment	Appointing Authority
1	2	3	4	5
L1	State Mission Manager	State	1. Direct Recruitment **or** 2. Selection from existing eligible employees as prescribed by the EC **or** 3. Deputation from Government Organizations	Mission Director
L2	Consultant (Health &Nutrition); Consultant (Bank Linkage); Consultant (finance);	State	1. Direct Recruitment **or** **2.** Selection from existing eligible employees as prescribed by the EC **or** 3. Deputation from Government Organizations	Mission Director

Level	Designation	Unit of Appointment	Method of Appointment	Appointing Authority
1	2	3	4	5
L3	State Mission Coordinator;	State	1. Selection from existing eligible employees as prescribed by the EC. **or** 2. Direct Recruitment **or** 3. Deputation from Government Organizations	Mission Director
	Technical Expert / City Mission Manager (working in SMMU/DPMUs/ ULBs)	State	1. Direct Recruitment **or** **2.** Selection from existing eligible employees as prescribed by the EC. **or** 3. Deputation from Government Organizations	
L4	DMC/ TMC working in SMMU/ DPMUs/ ULBs	State	**1.** Selection from existing eligible employees as prescribed by the EC. **or** 2. Direct Recruitment	Mission Director
	Consultants (other than L2) working in SMMU or DPMUs	State	1. Direct Recruitment **or** 2. Selection from existing eligible employees as prescribed by the EC. **or** 3. Deputation from Government Organizations	
	ADMC/ TMC working in SMMU/ DPMUs/ ULBs	State	**1.** Selection from existing eligible employees as prescribed by the EC. **or** 2. Direct Recruitment	

Level	Designation	Unit of Appoin tment	Method of Appointment	Appointing Authority
1	2	3	4	5
L5	Community Organizer	District	1. Direct Recruitment. **or** 2. Selection from the existing eligible employees as prescribed by the EC.	Project Director

3.3: SUPPORTING STAFF:

For various categories of posts in Class 1 and Class-2 specified in column-(2), the Unit of Appointment, Method of Appointment and the Appointing Authority shall be as specified in the columns (3), (4) and (5) of the following TABLE-2 & TABLE-3.

A: CLASS – 1 - HEAD OFFICE

TABLE-2

Class	Category	Designation	Unit of Appoin tment	Method of Appointment	Appointing Authority
1	**2**	**3**	**4**	**5**	**6**
1	Category - 1	1.PA to MD;	State	1. Direct Recruitment 2. Selection from existing eligible employees as prescribed by the EC.	Mission Director
		2.MIS Manager; 3. IT Analytic; 4.System Administrator ;	State	1. Direct Recruitment 2. Selection from existing eligible employees as prescribed by the EC. 3. Deputation from Government organizations	

	Category - 2	*Senior Accountant ; * Senior Assistant;	State	1. Deputation from Government organizations 2. Selection from existing eligible employees as prescribed by the EC. 3. Direct Recruitment	Mission Director
	Category - 3	Data Processing Officer (IT Anchor) Junior Assistant Data Entry Operator	State	1. Direct Recruitment 2. Selection from existing eligible employees as prescribed by the EC. 3. Deputation from Government organizations	Mission Director .
	Category -4	Driver ; Office Subordinate / Xerox Operator	State	1. Direct Recruitment 2. Selection from existing eligible employees as prescribed by the EC.	Mission Director

B: CLASS-2 (DPMU/ULB):

TABLE-3

Class	**Category**	**Designation**	**Unit of Appointment**	**Method of Appointment**	Appointing Authority
1	**2**	**3**	**4**	**5**	6
2	Category-1	Data Processing Officer (IT Anchor) : Junior Assistant; Data Entry Operator;	District	1. Direct Recruitment 2. Selection from existing eligible employees as prescribed by the EC 3. Deputation from Government organizations	Project Director
	Category-2	Office Subordinate	District	1. Direct Recruitment 2. Selection from existing eligible employees as prescribed by the EC	Project Director

NOTE: The posts of Senior Assistant and Senior Accountant are to be filled by deputation only. But some persons are taken on outsourcing in these cadres as no person from Government Departments has expressed willingness to come on deputation. They will be continued till the persons are available on deputation. The persons working as Senior Accountant or Senior Assistant on outsourcing will be covered under the HR Policy.

3.4: QUALIFICATIONS

1: Functional Specialists:

The Qualifications and Method of Appointment for each designation in a level specified in column (1) & (2) shall be as indicated against each entry in columns (3) & (4) of the following Table -1

TABLE -1

Level	Designation of Post	Method of Appointment	Qualifications
1	2	3	4
L1	State Mission Manager	a) Direct recruitment	a) Must possess a PG degree in the relevant area with Ten years' experience in the relevant field
		b) Selection from existing eligible employees as prescribed by the EC.	b) As prescribed by the EC
		c) Deputation from Government Institutions	c) As prescribed by the EC
L2	Consultant (H&N) ;	a) Direct recruitment	a) Must possess a PG degree in the relevant area with Ten years' experience in the relevant field
		b) Selection from existing eligible employees as prescribed by the EC.	b) As prescribed by the EC
		c) Deputation from Government Institutions	c) As prescribed by the EC
	Consultant (Bank Linkage);	a) Direct recruitment	a) Must possess a PG degree in the relevant area with Ten years' experience in the relevant field
		b) Selection from existing eligible employees as prescribed by the EC.	b) As prescribed by the EC
		c) Deputation from Government	c) As prescribed by the EC

		Institutions	
	Consultant (finance);	a) Direct recruitment	a) Must possess a PG degree in the relevant area with Ten years' experience in the relevant field
		b) Selection from existing eligible employees as prescribed by the EC.	b) As prescribed by the EC
		c) Deputation from Government Institutions	c) As prescribed by the EC
L3	State Mission Coordinators	a) Selection from existing eligible employees as prescribed by the EC.	a) Must possess a PG degree in relevant area with 3 years' experience in the relevant field or Graduation with 5 year experience
		b) Direct recruitment	b) As prescribed by the EC from time to time.
		c) Deputation from Government Institutions	c) As prescribed by the EC from time to time.
	Technical Experts / CMMs	a)Direct recruitment	a) Must possess a PG degree in relevant area with 3 years' experience in the relevant field or Graduation with 5 year experience
		b)Selection from existing eligible employees as prescribed by the EC.	b) As prescribed by the EC from time to time.
		c) Deputation from Government Institutions	c) As prescribed by the EC from time to time.
L4	DMC/ TMC working in SMMU (Head office)/ DPMU/ ULB	a)Selection from existing eligible employees as prescribed by the EC. **or**	a) As prescribed by the EC from time to time.
		b) Direct Recruitment	b) Must possess a PG degree in the relevant area with 3 years' experience in the relevant field or Graduation with 5 year experience in the relevant field.

	Consultants (other than L2) in SMMU/DPMU	a) Direct recruitment	a) Must possess a PG degree in relevant area with 3 years' experience in the relevant field or Graduation with 5 year experience in the relevant field
		b) Selection from existing eligible employees as prescribed by the EC.	b) As prescribed by the EC from time to time.
		c) By Deputation from Government Institutions	c) As prescribed by the EC from time to time. Graduation with 5 year experience in the relevant field
	ADMCs/ TMCs working in the SMMU (Head Office)/ DPMU/ ULB	a)Selection from existing eligible employees as prescribed by the EC. or	a) As prescribed by the EC from time to time.
		b)Direct Recruitment	b) Must possess a PG degree in the relevant area with 3 years' experience in the relevant field or Graduation with 5 year experience in the relevant field.
L5	Community Organizers	a) Direct Recruitment	a) Must possess a PG degree with 2 years' experience in the relevant field or Graduation with 5 year experience in the relevant field
		b)Selection from existing eligible employees as prescribed by the EC. or	b) As prescribed by the EC from time to time.

2. SUPPORTING STAFF:

The Method of Appointment and Qualifications for each category in CLASS-1 & CLASS-2 specified in column (1) & (2) shall be as indicated against each entry in columns (3) & (4) of the following Table-1 & Table- 2

TABLE.-1

A. CLASS-1 (SMMU/ HEAD OFFICE)

Category	Designations	Method of Appointment	Qualifications
1	2	3	4
Category - 1	PA to MD	1. Direct Recruitment 2. Selection from existing eligible employees as prescribed by the EC.	Graduation with 5 years' experience as steno in the peshi of any senior officer in the Government Departments/ Government Undertakings.
	MIS Managers; IT Analytic;	1. Direct Recruitment 2. Selection from existing eligible employees as prescribed by the EC. 3. Deputation from Government organizations	B. Tech with computer Science / MCA/ M.Sc. computer Science **and** 3 Years' experience in any Government organization or in a reputed private firm
	System Administrator	1. Direct Recruitment 2. Selection from existing eligible employees as prescribed by the EC. 3. Deputation from Government organizations	Any Graduation with Microsoft System Certificate **and** 3 years' experience in installing and maintenance of net working

Category - 2	*Senior Accountant	1. Deputation from Government organizations. 2. Selection from existing eligible employees as prescribed by the EC.	As prescribed by the Government for Senior accountant in the Government sector.
		3. Direct Recruitment	Post-Graduation in the relevant subject with 5 years' experience as Accountant in a Government Firm/ Government undertaking / reputed private firm dealing with Government departments.
	Senior Assistant	1. Deputation from Government organizations. 2. Selection from existing eligible employees as prescribed by the EC.	As prescribed by the Government for Senior Assistant in the Government sector. .
		3..Direct Recruitment	1. Post-graduation with 3 years of experience as Administrative Assistant / junior assistant in any Government Organization or reputed private firm And knowledge of MS office & e –office **OR** 2. Graduation with 5 years' experience as

			Junior Assistant or Administrative Assistant in any Government Department or in any reputed private firm and knowledge of MS office and e-office
Category - 3	Data Processing Officer (IT Anchor)	1. Direct Recruitment 2. Selection from existing eligible employees as prescribed by the EC. 3. Deputation from Government organizations	1. B. Tech with computer Science / MCA/ M.Sc. computer Science. **OR** 2. Any graduation with knowledge of MS office 3 Years' experience in data processing in any Government organization or in a reputed private firm
	Junior Assistant	1. Direct Recruitment 2. Selection from existing eligible employees as prescribed by the EC. 3. Deputation from Government organizations	Any Graduation with 3 years' experience in any Government organization as Administrative Assistant **and** Computer knowledge in Microsoft Office (word, Excel, Power Point) and sending emails etc. Preferable: Experience in e - office.
	Data Entry Operator	1. Direct Recruitment 2. Selection from existing eligible employees as prescribed by the EC.	B.Sc. (Computer Science) or B.Com (Computer Science) or Any degree with PGDCA

		3. Deputation from Government organizations	**And** 3 Years' experience in any Government organization or in a reputed private firm in data handling, data uploading and downloading, data validation. Knowledge of M.S. Office is essential
Category - 4	Driver	1. Direct Recruitment 2. Selection from existing eligible employees as prescribed by the EC.	i. SSC ii. LMV Driving Licence iii. Badge Number. iv. Experience: 5 years
	Office Subordinate / Xerox Operator	1. Direct Recruitment 2. Selection from existing eligible employees as prescribed by the EC.	SSC pass

TABLE.-2

B. CLASS-2 DPMU &ULB

Category	**Designations**	**Method of Appointment**	**Qualifications**
1	**2**	**3**	**4**
Category - 1	Data Processing Officer (IT Anchor)	1. Direct Recruitment 2. Selection from existing eligible employees as prescribed by the EC. 3. Deputation from Government organizations	B. Tech with computer Science / MCA/ M.Sc. computer Science. **OR** Any graduation with knowledge of MS office 3 Years' experience in data processing in any

			Government organization or in a reputed private firm
	Junior Assistant	1. Direct Recruitment 2. Selection from existing eligible employees as prescribed by the EC. 3.Deputation from Government organizations	Any Graduation with 3 years' experience in any Government organization as Administrative Assistant **and** Computer knowledge in Microsoft Office (word, Excel, Power Point) and sending emails etc. Preferable: Experience in e - office.
	Data Entry Operator	1. Direct Recruitment 2. Selection from existing eligible employees as prescribed by the EC. 3.Deputation from Government organizations	B.Sc.(Computer Science) or B.Com (Computer Science) or Any degree with PGDCA **And** 3 Years' experience in any Government organization or in a reputed private firm in data handling, data uploading and downloading, data validation. Knowledge of M.S. Office is essential
Category - 2	Office Subordinate	1. Direct Recruitment 2. Selection from existing eligible employees as prescribed by the EC.	SSC pass

3.5: Special Representation.

Special representation shall apply to appointment by Direct Recruitment to any post in MEPMA. The order of rotation in a unit of 100 vacancies is specified in Appendix No. I. **The power of modification vests with the Executive Committee.**

3.6: Deputation:

i. Where it is prescribed or necessary to fill up a post on deputation from the employees of State or Central Government, the rules of State / Central Government governing the terms and conditions of deputation on Foreign Service shall be followed by MEPMA. In addition, the Executive Committee may prescribe certain other terms and conditions from time to time depending on the merits of the circumstances. **The decision of the Executive Committee with regard to filling up of any post by deputation is final, unless otherwise prescribed.**

ii. In the case of category 2 of Class-1 ie. Senior Accountant and Senior Assistant in the Head Office or in the DPMU are to be filled by deputation from Government Departments. But these posts could not be filled by deputation as no Senior Assistant / Senior Account from any Government department has expressed his/her willingness to come to MEPMA on deputation. **In such circumstances, they may have to be filled either by direct recruitment or by selection from the existing employees who are qualified and eligible with the approval of the Executive Committee. Hence such provision is made in the methods of appointment of Senior Assistant / Senior Accountant.**

3.7: Age

No person shall be eligible for appointment by direct recruitment to any post in any level of Field Functionaries or in any category of Class-1 and Class-2 of supporting staff unless he/she completes 18 years of age and less than **33** years of age as on the first day of July of the year in which the notification for recruitment is made. **The Executive Committee is competent to extend age concessions whenever & wherever it deems necessary.**

3.8: Certificate of Physical fitness

Every person selected to any post in a level of Field Functionaries or in a category of Class-1 and Class-2 of supporting staff by direct recruitment shall submit a medical fitness certificate from a medical Officer not below the rank of a Civil Surgeon.

3.9: Antecedents Verification:

The antecedents of an employee appointed by direct recruitment shall be got verified by the concerned police authorities. Those with adverse antecedents shall not be continued in the employment.

3.10: **Tenure of Employment:**

1. Every employee who is on the rolls of MEPMA on contract or outsourcing as on the date of application of Human Resource Policy and to whom this H.R. Policy is made applicable by the Executive committee will be on fixed tenure of employment **on contract for a period of 5 (five) years** and the tenure of employment is renewable at the end of every five years subject to satisfactory performance. The maximum period of contract will be till the individual attains **the age of 60 years**, subject to the individual putting in satisfactory performance as required by the MEPMA and subject to terms and conditions of contractual agreement and letter of appointment. The Executive Committee shall prescribe the Letter of appointment on contract.

2. In future, whenever MEPMA undertakes fresh appointments, the candidates will be appointed initially on contract for a short term of 2 years and if their performance is satisfactory and there is a need to continue them they may be given long term employment contract renewable at a stretch for a period of 5 years. The maximum period of contract is till the individual attains the age of 60 years, subject to the individual putting in satisfactory performance as required by the MEPMA if there is a need and sufficient workload.

3.11. The MEPMA reserves the right to recover from an employee whose tenure of employment has expired, any loss / damage caused by him within the period of three years of the discovery of said loss / damage.

3.12. Career Advancement/Promotional Opportunities

MEPMA employees are eligible for availing Career Advancement Opportunities available in MEPMA under this policy as per the guide lines issued by the Executive Committee from time to time.

3.13. Transfers:

The Executive Committee evolves transfer policy and issues guidelines every year. Accordingly, the transfer of the employees will be made by the Mission Director or by any other authority authorized by the EC, following the guidelines issued by it.

3.14: Resignation

1. An employee may resign to his/her post and the appointing authority shall be competent to accept or reject such resignation. The employee, who intends to resign to his post, shall give at least three months' notice or three months remuneration in lieu thereof.

2. The acceptance of such resignation by the appointing authority shall take effect from the date of relief, if he/she is on duty or from the date of communication, if he/she is on leave, or if the said authority so directs from the date of expiry of leave. Before actually relieving the employee, it should be ensured that the amounts due from the individual to MEPMA are fully recovered.

3.15: Removal

1. The appointing authority may remove an employee during his/her employment for sufficient and reasonable cause by giving such person a show cause notice and to provide an opportunity to offer his / her explanation.

2. The person so removed shall have the right to appeal within 90 days from the date of receipt of the order to such authority as is prescribed under these Terms and Conditions of employment.

3. Any employee engaged on contract may be removed for the breach of any condition of contractual agreement as stipulated in it or for breach of conditions of Letter of Appointment. In such case the procedure stipulated in 3.15.1 & 3.15.2 will not apply and hence those provisions cannot be invoked.

4. PAY STRUCTURE

4.1 PAY STRUCTURE

The pay structure for each designation of employees in a "Level" of "Functional Specialists" is given hereunder in the Table - 1. The pay structure for each designation in each category of Class -1 and Class-2 of the Supporting Staff is given hereunder in the Table – 2 & Table-3. The Executive Committee is competent to reduce or increase or modify the pay structure and fix other allowances depending upon the works assigned and the financial resources of the MEPMA.

TABLE- 1
FUNCTIONAL SPECIALISTS

Sl. No.	Level	Designation	Present Gross Pay
1	L1	State Mission Managers	Rs . 66,000/-
2	L2	Consultant (H&N)	Rs 50,000/-
		Consultant (Bank Linkage);	Rs 50,000/-
		Consultant (finance);	Rs. 40,000/-
3	L3	State Mission Coordinators	Rs. 35,000/-
		Technical Experts/ CMMs	Rs. 30,000/-
4	L4	DMCs/TMCs working in SMMU(Head Office) , DPMUs & ULBs	Rs. 24,000/-
		Consultants other than L2 working at SMMU, DPMU	Rs. 35,000/-
		ADMCs /TMCs working in SMMU(Head Office) , DPMUs & ULBs	Rs. 18,000/-
5	L5	Community Organizers	Rs. 15,000/-

Table -2
CLASS- 1- Supporting staff in SMMU (Head Office)

Class	Category	Designation	Present Gross Pay
1	Category - 1	PA to MD	Rs.29,000/-
		MIS Managers	Rs.27500/-
		IT Analytic;	Rs.27,500/-
		System Administrator	Rs.24,200/-
	Category - 2	*Senior Accountant / *Senior Assistant	Rs. 24,780/-
	Category - 3	Data Processing Officer (IT Anchors)	Rs. 18,000/-
		Junior Assistant	Rs. 15,000/-
		Data Entry Operator	Rs. 15,000/-
	Category -4	Driver	Rs. 15,000/-
		Office subordinate / Xerox Operator	Rs. 12,000/-

Table -3
CLASS-2 - Supporting staff in DPMUs & ULBs

Class	Category	Designation	Present Gross Pay
2	Category - 1	Data Processing Officer (IT Anchor)	Rs. 18,000/-
		Junior Assistant	Rs. 15,000/-
		Data Entry Operator	Rs. 15,000/-
	Category-2	Office Subordinate	Rs. 12,000/-

4,2 Implementation of HR policy

i) On approval of the HR policy by the Government, every employee belonging to Field functionary or Supporting staff who will be covered by the HR Policy will be given an increase in the gross pay as agreed by the Executive Committee.

ii) The gross pay of the Employees covered under HR Policy will be revised by the Executive Committee as and when new PRC revises the pay scales of Government employees provided the MEPMA has funds to meet the additional expenditure arises due to revision of Gross Pay.

4.3 Sanction of Annual Increments / Annual Enhancement

All the employees belonging to Field Functionaries and the Supporting Staff will be sanctioned increment annually basing on the Average Consumer Price Index from April to March, provided the performance of employee is satisfactory. If the average of CPI from April to March is less than 6% or 6%, the 6% of the basic pay will be given as increment. If the average of the CPI from April to March is more than 6%, the increment will be given basing on the actual average CPI. For computation of annual increment, 50 % of the gross pay being drawn on the date of increment will be taken as basic pay.

4.4 Competent Authorities to sanction annual increments / annual enhancements

1. In respect of the Field Functionaries working in the State and the other employees including supporting Staff working in the Head Office/ SMMU the Mission Director is the competent authority to sanction increments annually provided their performance is satisfactory.

2. In respect of the supporting staff working in the DPMU and ULBs the Project Director, DPMU is the competent authority to sanction annual increments provided their performance is satisfactory.

5. RECORD OF EMPLOYMENT AND PERFORMANCE APPRAISAL REPORT

5.1 RECORD OF EMPLOYMENT

Record of Employment shall be maintained for each field functionary and supporting staff of the MEPMA. It shall contain particulars of appointment, places where he/she worked, changes in levels/ categories, emoluments, increments, place of working, transfers, leave, disciplinary proceedings and allied matters.

5.2 PERFORMANCE APPRAISAL REPORT (PAR)

1. MEPMA shall develop **'Performance Indicators'** for each designation in all levels of field functionaries and for each designation in all the categories of Class -1 and Class -2 for assessing and quantifying the performance of each employee.

2. With the help of these performance indicators, the performance of every employee shall be assessed every month.

3. The Performance of Field Functionaries working in DPMUs and ULBs will be assessed every month at two levels ie. by the Head Office through carefully designed MIS and by the Project Director of DPMU concerned.

4. The performance of field functionaries working in the Head Office (SMMU) will be assessed every month by the Head Office through carefully designed MIS.

5. The Project Director shall send detailed report with his remarks on the performance of employees working under his administrative control to the Mission Director once in a quarter. At the end of the year, the Project Director shall submit Performance Appraisal Report for the period from 1st April to 31st March of the succeeding year ie for the financial year to the M.D., MEPMA before 30th April of the year.

6. The performance of Supporting Staff working in the Head Office will be assessed by the Head Office through carefully designed MIS.

7. The performance of Supporting Staff working in the District Offices and ULBs will be assessed by the Project Directors concerned.

8. The Human Resource and IT wings in the office of the M.D., MEPMA will generate monthly reports, quarterly reports and half yearly reports and finally Annual Performance Appraisal Report for the financial year on the performance of each employee duly quantifying the performance basing on the indicators prescribed.

9. HR and IT wings will analyse the quarterly Reports received from the Project Director and the quarterly reports generated in the Head Office and submit a note

to the MD for corrective action. Further, the Project Directors shall take corrective action basing the quarterly performance reports and see the employees who are below the satisfactory levels improve their performance.

10. The HR and IT wings of the Head Office shall analyse Annual PAR received from the PD concerned and Annual PAR generated in the Head Office by the IT wing and generate individual wise PAR with analysis duly grading it and submit the same to the M.D. for taking appropriate action. The performance so assessed will become the basis for sanctioning annual increments or any other performance incentives and disincentives. If necessary, a separate 'Performance Cell" may be established for this purpose in the Head Office.

11. The HR wing of the Head Office will assess and analyse the Performance of the supporting staff once in a quarter. It shall further assess their annual performance and assign the Grades to them..

12. The Project Director will analyse the performance of the supporting staff working in the DPMU and ULBs of the district once in a quarter. He /she shall further assess annual performance of each individual and assign Grades to them.

13. Watch register in the prescribed proforma shall be maintained in the office the P.D., DPMU and also in the office of the M.D., MEPMA to watch the propelling of the Performance Appraisal Reports from the PD office to the MD office.

5.3: GRADING

1. The PAR shall contain Grading - A, B, C,D, E which indicate Outstanding, Very Good, Good, Satisfactory and Poor performance respectively .Grading A, B & E should be supported by specific instances or justification along with recorded proof.

2. If the Grading given by the PD, DPMU and the MD, MEPMA are different the Grading awarded by the MD holds good.

5.4: COMMUNICATION OF ADVERSE REMARKS

1. Assessment of Monthly Performance shall be made available on the MEPMA Website for the perusal of the employee concerned to know where he/she stands and to take steps to improve his/her performance.

2. In the case of employee whose performance is not satisfactory continuously for 3 months and falls under Grading – E, he/she shall be warned in writing through email for improving their performance. In the next quarter also if he/she doesn't improve his/ her performance he or she must be under continuous supervision and monitoring of the P.D. for another 3 months. In case his/her performance is not

improved in the next quarter also his/ her services are no longer required for MEPMA as it cannot afford to keep the Urban poor woman at the mercy of such inactive persons. All such cases with detailed remarks on their performance shall be placed before the Executive Committee for taking appropriate action. The employees who secure Grade E are not eligible for annual increment/enhancement.

3. The adverse remarks recorded by the reporting officer/ assessing Officer in the Quarterly reports or Half yearly reports or Annual PAR shall be supported by specific evidence or instances as far as possible.

4. Such adverse remarks should be communicated to the employee concerned through the PD, DPMU within 30 days from the date of the receipt of PAR and a note to that effect should be made in the report as well as the manner of communication.

5. An employee may make a representation against adverse remarks communicated to him/her through the P.D. concerned within 15 days to the Mission Director. The PD shall forward the same with his remarks to the MD, MEPMA.

6. On receipt of the representation of the employee concerned and the remarks of the PD concerned, the MD shall examine and pass appropriate orders either confirming or expunctuating the adverse remarks. In the case of confirmation of the adverse remarks he will initiate appropriate action against the employee.

7. In respect of the employees working in the Head Office, the adverse remarks if any, will be communicated to the concerned by the Mission Director.

8. On receipt of the representation of the employee working in the Head Office the MD shall examine and pass appropriate orders either confirming or expunctuating the adverse remarks. In the case of confirmation of the adverse remarks he will initiate appropriate action against the employee.

5.5 : **ASSESSMENT OF THE PERFORMANCE OF THE EMPLOYEES BY THE THIRD PARTY**: **CAREER ADVANCEMENT / PROMOTION:**

In addition to the internal assessment of the performance of the employees by the MEPMA, the performance of the individual employees covered under this policy shall also be done by a third party agencies such as APHRDI as decided by the Executive Committee for considering them for any promotion/ career advancement or demotion. In this regard an Advisory body may be constituted by the Executive Committee.

6. LEAVES

6.1: All the Field Functionaries and the Supporting Staff of MEPMA covered under HR policy are entitled to avail the following leaves. Leave is earned by duty only and it cannot be claimed as a matter of right. Discretion is reserved with the authority empowered to grant or refuse or revoke leave at any time according to the exigencies of the employment.

6.2 The different kinds of leave and the number of days in each kind of leave for which the employee is entitled to avail are given in the table given below.

LEAVE BENEFITS

Sl. No	Kind of leave	No. of days
1	Casual leave	12 days in a calendar year
2	Annual Leave	18 days in a calendar Year
3	Maternity Leave (Female Employee)	180 days up to two surviving children
4	Paternity Leave (Male Employee)	15 days up to two surviving children
5	Miscarriage (Female Employee)	42 days up to two surviving children
6	**Special Casual Leaves**	
	1. Tubectomy (Female Employee)	20days
	2. Vasectomy (Male Employee))	6 days
	3. Recanalization operation (Male Employee)	21 days
	4. IUD(Females)	1 day
	5. MTP (Female Employee)	14 days
	6. National and International Games/ Sports	30 days
7	Study leave	3 years;
8	Special disability leave	In case of disability caused by an injury during the performance of duties
9	Extra Ordinary leave	3 years

6.2.1 Casual Leave

Besides Sundays and Public holidays, the field functionaries and the supporting staff can avail 12 days of casual leave on pay in a calendar year and they are lapsable at the end of each calendar year if not availed.

6.2.2 Annual Leave

The field functionaries and the supporting staff can avail 18 days of Annual Leave on pay in a calendar year which are lapsable at the end of each calendar year if not availed.

6.2.3 Maternity Leave & Miscarriage Leave

i) **Maternity Leave for a period of 180 days on full pay** may be sanctioned to a married female employee belonging to Field Functionaries or the Supporting Staff with less than two surviving children subject to the condition of production of Medical Certificate.

ii) In case of **miscarriage, 6 weeks leave on full pay** can be sanctioned subject to the condition of production of Medical Certificate. The abortion leave shall be granted for 6 weeks by the competent authority to the married female employee, to those with less than two surviving children.

iii) Leave of any kind may be granted in continuation of Maternity leave, if the application is supported by a Medical Certificate. Leave of any kind in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to the women employee producing a medical certificate from the Assistant Civil Surgeon to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

iv) Maternity leave is not debitable to any leave account.

6.2.4 Paternity Leave :

Paternity Leave for a period of **15 days on full pay** may be sanctioned to male employees who have less than two surviving children. It shall be availed by the male employee during the period of his wife's delivery.

6.2.5 Special Casual Leave

Special casual leave, not counting against ordinary casual leave, may be granted in the following circumstances.

a) Any field functionary or supporting staff that undergoes operation under family planning scheme is eligible for special casual leave on production of medical certificate from Assistant Civil Surgeon. Female employees who undergo Tubectomy are eligible for special casual leave for a period not **exceeding 20 days on full pay** and male employees who undergo Vasectomy are eligible for **six days of special casual leave on full pay.**

b) Any field functionary or supporting staff who undergoes operation for **re-canalization** are eligible for special casual leave up to a **period of 21 days**

on full pay or actual period of hospitalization as certified by Assistant Civil Surgeon.

c) **One day** special casual leave may be granted to female employee on the date of "**Intro-Uterine-Contraceptive Device**".

d) Female field functionary or supporting staff who undergoes salpingectomy operation after Medical Termination of Pregnancy (MTP) are eligible for special casual leave on full pay for a period **not exceeding 14 days.**

e) Special C.L for the purposes mentioned from (a) to (d) shall be sanctioned only after submission of the certificate issued by Assistant Civil Surgeon.

f) Special casual leave not exceeding **30 days on full pay** in a calendar year can be sanctioned to the employees participating in sports/games if it is of National or International importance.

6.2.6 Study Leave

The MEPMA may grant Study leave to the Field functionaries or the Supporting staff in the interest of MEPMA to study scientific, technical or similar issues to undergo special course of training in or outside India **for a maximum period of three years without pay** on the following terms and conditions.

a) The employee who is sanctioned study leave should undertake the study at his/her own cost or on scholarships granted by the Government or institution.

b) Study leave shall not be granted to the employee having less than 5 years of employment in MEPMA.

c) On return from the study leave, he/she has to serve the MEPMA at least for a period of five years and he should not resign or leave the employment during the period of study or at any time within the period of five years mentioned above otherwise he/she will be forfeited all the benefits accrued by virtue of his employment in MEPMA.

d) When an employee belonging to the Field functionaries or the Supporting staff has been granted definite periods of study leave and finds subsequently that his course of study will fall short of the sanctioned period to any considerable extent, his/her absence from duty shall be reduced by the excess period of study leave unless he / she agrees to taking it as ordinary leave for which he/she is eligible.

e) On completion of course of study, certificates of examinations passed or of special study, which should show the dates of commencement and termination of the course, with remarks, if any, shall be submitted to the MEPMA through the concerned controlling officers.

f) Study leave will count for **career advancement**, if available, but **not for increments.**

g) The employee must be below 52 years of age.

6.2.7 Special Disability Leave

a) **Special disability leave on full pay** can be granted to an employee belonging to the Field functionaries or the Supporting staff who is disabled by an injury caused during performance of his/her duties in the MEPMA. The period of leave shall be as certified by a Civil Assistant Surgeon.

b) Special disability leave should not be debited against the account of any other kind of leave of the Field functionaries or the supporting staff.

6.2.8 Extra Ordinary Leave (EOL)

a) Extraordinary Leave can be granted for a period not exceeding 3 years to an employee in any level, either by itself or in combination with or in continuation of other leave, when no other leave is admissible or when the employee concerned applied for grant of Extraordinary Leave even when other leave being admissible.

b) No employee shall be granted extraordinary leave for a continuous period of 3 years at a time.

c) Extraordinary Leave may also be sanctioned to employee on medical grounds.

d) Extraordinary Leave may also be sanctioned to employee to acquire minimum qualification, which is prescribed for his/her post.

e) Extraordinary Leave may be sanctioned to the employees, who desire to undertake higher studies which would be useful for the MEPMA and in performing their duties provided such employees give an undertaking that on completion of the course, they would serve the MEPMA for a minimum period of three years.

f) No pay and allowance are admissible during the period of extraordinary leave and the period spent on such leave shall not be counted for increments and also for career advancement if available..

6.3 Power to refuse or recall an Employee on Leave

Leave of any kind cannot be claimed as a matter of right. When the exigencies of employment so require, discretion to refuse or revoke leave is reserved with competent authority except in the case of leave on medical grounds. Power of refusing leave will vest with the sanctioning authorities. In case of exigency MEPMA can cancel the leave other than the medical leave sanctioned to an employee.

6.4 Early Return from Leave

If an employee belonging to Field functionaries or supporting staff on leave desires to join duty before the expiry of the period of leave granted to him / her, he/she cannot do so, unless so permitted or required by the competent authority.

6.5 Leave when not Admissible

Any Field functionary or the Supporting staff who is under suspension or against whom disciplinary proceedings are pending is not entitled for any kind of leave.

6.6 Absence from Duty

Any Field functionary or supporting staff, who remains absent from duty for **one month**, or more shall automatically, ceases to be employee of the MEPMA. In all such cases a separate notice to the employee is not specifically required. However, this regulation does not preclude the competent authority to take disciplinary action against the employee if he/she is absent from duty without leave.

6.7 Extension of Leave

If an employee belonging to Field functionaries or Supporting staff who is on leave, desires an extension thereof, he or she shall make an application in writing so as to reach the office at least seven days before the expiry of the leave. A written reply communicating the sanction or rejection of leave shall be sent to the employee to the address given by him/her.

6.8 Absence or overstay

Absence without leave whether in continuation of sanctioned leave or otherwise will constitute misconduct for the purpose of these conditions.

6.9 Commencement and Termination of Leave

a) The first day of an employee's leave will be reckoned from the working day succeeding the day on which he/she is relieved.

b) The last day of the employee's leave is the working day preceding the day on which he/she returns to duty.

6.10 Leave address

An employee belonging to Field Functionaries and Supporting staff shall before going on leave, intimate, in writing on the leave application itself his/her address while on leave and shall keep the competent authority informed of any subsequent change in the address.

6.11. Station to which an Employee should report on return

An employee belonging to Field Functionaries and supporting staff on leave shall *unless otherwise instructed, return to duty at the place at which he was last* stationed. An employee who is availing leave for more than 30 days should obtain reposting orders duly submitting application in advance to the competent authority to issue the same.

6.12. Competent authorities for sanction various kinds of leave

Competent Authorities for sanctioning various kinds of leave to different levels of Field Functionaries and different categories of Supporting Staff in Class-1 and Class-2 are given in the table given below.

COMPETENT AUTHORITIES FOR SANCTIONING DIFFERENT KINDDS OF LEAVE

Kind of leave	**Competent Authority to sanction leave**			
	Field Functionaries working in		**Supporting Staff working in**	
	Head Office /SMMU	DPMUs and ULBs	Head Office /SMMU	DPMUs and ULBs
Casual leave	M.D.	P.D.	M.D.	PD
Annual Leave	M.D.	P.D.	M.D.	PD
Maternity Leave (Female Employee)	M.D.	M.D.	M.D.	M.D.
Paternity Leave (Male Employee)	M.D.	P.D	M.D.	P.D
Miscarriage (Female Employee)	M.D.	P.D.	M.D.	P.D
Special Casual Leave				
Tubectomy (Female Employee)	**M.D.**	**P.D.**	**M.D.**	**PD**
Vasectomy (Male Employee)	M.D.	P.D.	M.D.	PD
Recanalization operation	M.D.	P.D.	M.D.	PD
IUD(Female Employee)	M.D.	P.D.	M.D.	PD
MTP (Female Employee)	M.D.	P.D.	M.D.	PD
National and International Games/ Sports	M.D.	M.D.	M.D.	M.D.
Study leave	M.D.	M.D.	M.D.	M.D.
Special disability leave	M.D.	M.D.	M.D.	M.D.
Extra Ordinary Leave	MD	MD	MD	MD

6.13. The employees engaged on contract shall also adhere to the terms and conditions of Contractual Agreement signed by him/her.

7. CODE OF CONDUCT AND DISCIPLINE

7.1 Every Field functionary or Supporting staff of the MEPMA shall be devoted to his duty and shall maintain absolute integrity, discipline, impartiality and sense of ownership.

7.2 Every Field functionary or Supporting staff of the MEPMA shall have strong faith in the capacities of poorest of the poor and commitment to work, honesty, sincerity, truthfulness, integrity, transparency and committed to the development of poor communities especially deprived communities. He / She shall have empathy towards the poor, especially towards women issues.

7.3 Every Field functionary or Supporting staff shall treat his/her fellow employees, members and office bearers of Self Help Groups(SHGs) / Slum Level Federation SLFs/ Town Level Federations (TLFs) courteously and respectfully

7.4 No Field functionary or supporting staff shall behave in a manner which is unbecoming of such employee or derogatory to the prestige of the MEPMA or which will place his/her official position under any kind of embarrassment.

7.5 Every Field functionary or Supporting staff shall obey the orders of superiors given in writing. Where it is not practicable to obtain direction in writing, shall obtain written confirmation of the direction thereafter as soon as possible. It shall be incumbent on such official superior to confirm in writing the oral directions given by her/him, and in any event, he/she shall not refuse such written confirmation where a request is made by the Field functionary or Supporting staff to whom such direction was given. However, this shall not empower the employee to evade her/his responsibility by seeking instructions from, or approval of, an official superior where such instructions are not necessary under the scheme of distribution of powers and responsibilities.

7.6 Every Field functionary or Supporting staff holding a superior post shall take all possible steps to ensure the integrity and devotion of duty of all employees for the time being under her/his control and authority.

Explanation: An employee belonging to Field functionary or Supporting staff who habitually fails to perform the task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking of devotion to duty.

7.7 Prohibition Regarding Employment of Children

No Field functionary or Supporting staff shall employ on work, any child below the age of 14 years.

7.8 Prohibition of sexual harassment of working women

i) No Field functionary or Supporting staff shall in performance of his/her official duties act in a discourteous and discriminate manner or indulge in sexual harassment with any woman at work either directly or by implication.

ii) Every Field functionary or Supporting staff who is the in charge of a work place shall take appropriate steps to prevent sexual harassment. 'Sexual Harassment includes such unwelcome sexually determined behaviour either directly or by implication such as

a) Physical contact and advances

b) A demand or request for sexual favours;

c) Sexual coloured remarks;

d) Showing pornography;

e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

iii) Such conduct which amounts to special offence under the Indian Penal Code 1860 or under any other law for the time being in force.

7.9 Joining of Associations

No Field functionary or Supporting staff shall join or continue to be a member of an association, the objects or activities of which are prejudicial to the interests of the 'sovereignty and integrity of India' or public order or morality

7.10 Demonstrations and strikes

i) No Field functionary or Supporting staff shall engage himself or participate in any demonstrations which is prejudicial to the interests of the sovereignty and integrity of India, security of the state, friendly relations with foreign states, public order, decency or morality or which involves contempt of the court, defamation or incitement to an offence.

ii) No Field functionary or Supporting staff shall participate in any strike. They should not participate similar activities or incitement ***thereto.***

a) Absence from duty or work without permission.
b) Neglect of duty with the object of compelling any superior officer, or Community Based Organization to take or omit to take any official action.
c) Any demonstration fast like 'hunger strike' with the object mentioned in item (b)

d) Concerted or organized refusal on the part of the employees to receive their pay.

7.11 Observance of Secrecy

No Field functionary or Supporting staff shall divulge directly or indirectly any official document or any official information or records of confidential nature either to a member of the public or any outside agency or to any other employee who is not authorized to receive the same or to any non-official person or the press.

7.12 Seeking to Influence

i) No Field functionary or supporting staff shall bring or attempt to bring any political or other outside influence to bear upon any superior authority to further his interests in respect of matters pertaining to employment under MEPMA.

ii) No employee shall interfere in Community Based Organization's (SHG/SLF/TLF) decision making process and influence/compel them to take decisions in favour of his/her personal interest or in favour of influential people.

7.13 Absence from duty

No Field functionary or Supporting staff shall absent himself from his duty or be late in attending office or leave the station without having first obtained the permission of the competent authority.

Provided that in the case of unavoidable circumstances where availing of prior permission is not possible or is difficult, such permission may be obtained later subject to the satisfaction of the competent authority that such a permission could have been obtained.

7.14 Acquiring and disposing of movable and immovable and valuable property

i) No Field functionary or Supporting staff of the MEPMA shall, except after prior permission from MEPMA, acquire or dispose of, or permit any member of her/his family to acquire or dispose of, any immovable property by exchange, purchase, sale, gift or otherwise, either by her/himself or through others.

Where prior permission is asked for, the application (in the proforma appended to these Terms and Conditions as appendix - II) should be submitted at least 30 days before the proposed date of the transaction.

Provided also that the Field functionary or Supporting staff shall submit a request to MEPMA seeking prior permission duly obtaining acknowledgement

of having made such a request and if no permission is received within one month, he/she may go ahead with the transaction.

ii) Any Field functionary or Supporting staff who enters into any transaction concerning any movable property exceeding one lakh rupees in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the MEPMA :

Provided that any such transaction conducted otherwise than through a regular or reputed dealer shall be with the prior sanction of the Mission Director of the MEPMA.

Nothing in the sub-condition (ii) shall apply to any purchases made by the Field functionary or Supporting staff of the MEPMA for the performance of weddings, religious or social functions.

iii) The Mission Director or any authority empowered by him on his behalf may, at any time, by general or special order, require any Field functionary or Supporting staff of the MEPMA to submit, within a specified period, a full and complete statement of all immovable property and movable property, of the specified value, held or acquired by him/her or by any member of his family. Such statement shall, include particulars of the means by which, or the sources from which, such property was acquired.

iv) Every Field functionary or Supporting staff shall submit annual property returns in the proforma given as Appendix - (III) duly indicating the movable, immovable properties and cash reserves acquired during the year with detailed financial sources before 15th January of succeeding year.

v) The Mission Director or any authority empowered by him on his behalf may, by general or special orders require an employee belonging to the Field functionary or Supporting staff on duty not to keep cash in his possessions beyond Rs.1000/- or a specified sum and to declare the cash in his possession in the manner prescribed.

vi) Acquiring or Usage or disposing of movable and immovable property and funds of the MEPMA

a) No Field functionary or Supporting staff shall use movable or immovable properties and funds of the MEPMA for his/her personal use either directly or indirectly.

b) No Field functionary or Supporting staff shall use office premises of the MEPMA for his/her personal use.

c) No Field functionary or Supporting staff shall conceal, steal or damage files and documents of the MEPMA directly or indirectly.

vii) Acquiring or Usage or disposing of movable and immovable property and funds of the Community Based Organizations (SHG/SLF/TLF):

a) No Field functionary or Supporting staff of the MEPMA shall use the movable or immovable properties of Community Based Organizations and their funds for her/his personal use either directly or indirectly.

b) No Field functionary or Supporting staff shall use office premises of Community Based Organizations for her/his personal use.

c) No Field functionary or Supporting staff shall take any loan or advance from the Community Based Organizations and deal funds of Community Based Organizations either directly or indirectly.

d) No Field functionary or Supporting staff shall conceal, steal or damage the books of accounts and documents of Community Based Organizations directly or indirectly.

7.15 Speculation in stocks and shares and Investments

i) No Field functionary or Supporting staff shall engage himself/ herself directly or indirectly in any trade or business or undertake any employment for remuneration without sanction of MEPMA. Honorary work of social or charitable nature, artistic or scientific character can be taken up provided it does not interfere with his/her official duties. Canvassing by employee in support of the business of Insurance agency, Commission agency and the like owned or managed by spouse, or any other member of his/her family shall be deemed to breach of this condition.

ii) An employee belonging to the Field functionary or Supporting staff shall report to the Mission Director about the engagement of member of his/her family in trade or business or owning or managing an Insurance Agency or Commission Agency.

iii) No Field functionary or Supporting staff shall speculate in any stock, share or securities or commodities or valuables of any descriptions or shall make investments which are likely to embarrass or influence him/her in discharge of his/her duties

iv) No Field functionary or Supporting staff shall invest or permit any member of his/her family for making investment, likely to embarrass or influence in his/her discharge of his/her official duties.

v) Without previous sanction of the Mission Director of the MEPMA, no Field functionary or Supporting staff shall take part in promotion, registration or management of any bank or other company registered under relevant law for time being in force.

7.16 Indebtedness

An employee belonging to Field functionary or Supporting staff shall so manage his/her private affairs as to avoid habitual indebtedness or insolvency. In

case, any employee of the MEPMA is involved in any legal proceedings for insolvency, it shall be reported to the Mission Director forthwith.

7.17 Taking up outside employment

i) No Field functionary or Supporting staff shall engage himself /herself directly or indirectly in any trade or business or undertake any employment for remuneration without sanction of MEPMA.

ii) Honorary work of social or charitable nature, work of literary, artistic or scientific, professional, cultural, educational, religious or social character can be taken up provided it does not interfere with his/her official duties.

Explanation: Canvassing by employee in support of the business of insurance agency, Commission agency and the like owned or managed by spouse or any other member of his/her family shall be deemed to be breach of this condition.

7.18 Lending and Borrowing

i) No Field functionary or Supporting staff shall engage himself/herself or through others or any person acting on behalf in the business of money lending or lend or borrow money, deposit money as a principal or agent to or from or with any person or firm or private limited company within local limits of her/his authority, or with whom he/she is likely to have official dealings, or otherwise place her/himself under pecuniary obligation to such person or firm; or lend money to any person at interest or in manner whereby return in money or kind is charged or paid.

Provided that nothing in this regulation shall apply to any transaction entered into by an employee with the prior sanction of the Mission Director of the MEPMA.

ii) When any Field functionary or Supporting staff is appointed or transferred to a post of such nature as would endeavors or influence her/him in discharge of her/his duties or involve her/him in breach of any of the provisions of this condition he/she shall forthwith report the circumstances to the Mission Director and shall thereafter act in accordance with such orders as may be made by the Mission Director. However this condition shall not apply to -

a) any transaction of the employee with a Cooperative Society registered or deemed to have been registered under the law relating to Cooperative Societies for the time being in force in the State;

b) any Field functionary or Supporting staff who lends money while acting as an executor, administrator or a trustee without profit or advantage to her/himself;

c) any Field functionary or Supporting staff who belongs to a Joint Hindu family carrying on the business of money lending as an ancestral profession, provided he/she takes no active share in that business and is not employed in the district in which the said business of the family is carried on.

7.19 Acceptance of gifts:

i) No Field functionary or Supporting staff shall accept or permit any member of his/her family to accept, from any person any gift, the receipt of which, or any service the performance of which, will place the employee under any kind of official obligation or embarrassment in performing his/her duties in relation to any person.

ii) If any question arises whether the receipt of a gift or the performance of a service places the Field functionary or Supporting staff of the MEPMA under any kind of official obligation or embarrassment, the decision of the Mission Director shall be final.

iii) No Field functionary or Supporting staff shall ask for, or accept or in any way participate in raising of, any subscriptions or other pecuniary assistance in pursuance of any object whatsoever, without previous sanction of the Mission Director of the MEPMA.

7.20 Giving Evidence

i) No Field functionary or Supporting staff shall give evidence in connection with any inquiry conducted by any Committee, Commission or other Authority except with the previous permission of the Mission Director;

ii) Where any sanction is accorded under sub-condition (i), no Field functionary or supporting staff of the MEPMA while giving such evidence shall criticize the policy and activities of the MEPMA.

Nothing in sub-condition (i) shall apply to-

a) evidence given before a statutory committee, commission or other authority which has power to compel attendance and the giving of answers;

b) evidence given in judicial inquiries;

c) Evidence given at any departmental inquiry ordered by the Mission Director or any authority subordinate to him.

7.21 Contribution to Newspapers, Radio etc.

i) No Field functionary or Supporting staff shall communicate directly or indirectly any official document or any of its contents or any official information to any employee or any other person not authorized (except persons requested as per the Right to Information Act) to receive such document or information.

ii) No Field functionary or Supporting staff shall participate in radio broad cast or drama or any tele-serial or feature film or contribute any article or write any letter in his own name or anonymously, pseudonymously or in the name of any other person, to any newspaper or periodical, without previous sanction of the Mission Director of the MEPMA ;

Provided that no such sanction is necessary if such broadcast, or drama or any tele-serial or feature film or article or letter is of a purely literary, artistic, or scientific character, or if such broadcast relates to a talk arranged under the general or special order of Mission Director of the MEPMA and the employee may accept the remuneration prescribed for such broadcasts, dramas, or tele-serials, or feature film, or articles or letter.

7.22 Vindication of Acts and Character of an employee:

i) No Field functionary or Supporting staff shall, except with the previous sanction of the Mission Director, shall recourse to the press or any Court for the vindication of his official stand which has been the subject matter of adverse initiation or an attack on defamatory character in public.

ii) Nothing in sub-condition (i) shall be deemed to prohibit an Employee belonging to Field functionary or Supporting staff from vindicating his private character on an act done by him/her in his/her private capacity but he/she should report the action taken to the Mission Director within a period of 2 months.

iii)No Field functionary or Supporting staff shall, except with the previous sanction of the Mission Director, accept from any person or body, compensation of any kind for malicious prosecution or defamatory attack in respect of his/her official act unless such compensation has been awarded by a competent court of law.

7.23 Bigamous Marriages:

i) No Field functionary or Supporting staff of the MEPMA who has a spouse living shall enter into, or contract another marriage without first obtaining the permission of MEPMA, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him:

Provided that where the personal law provides for second or subsequent marriage, the Field functionary or Supporting staff shall while seeking permission to contract another marriage, produce documentary evidence in support of "Divorce" in respect of previous marriage and the manner in which the same was secured or pronounced and intimated to the first or former wife.

ii) No female Field functionary or Supporting staff of the MEPMA, whether un-married or windowed or divorced, as the case may be, shall marry any person who has a wife living without first obtaining the permission of the

Mission Director of the MEPMA though the parties are governed by the personal law which otherwise permits contracting more than one marriage while the prior marriage is subsisting.

7.24 Consumption of intoxicating drinks and drugs

Notwithstanding anything contained in the provisions of any law relating to intoxicating drinks or drugs for the time being in force in any area, no Field functionary or Supporting staff of the MEPMA shall-

i) While on duty, possessing or be under the influence of such drinks or drugs to such an extent as to render him incapable of discharging his duty properly and efficiently; or

ii) appear in a public place in a state of intoxication; or

iii) Consume such drinks or drugs in excess.

7.25 Taking part in politics and elections:

i) No Field functionary or Supporting staff shall be a member of, or be otherwise associated with any political party or any organization in respect of which there is slightest reason to think that the organization has a political aspect and takes part in politics, nor shall he/she participate in, subscribe in aid of, or assist in any other manner, any political movement or activity.

ii) It shall be the duty of every Field functionary or Supporting staff of the MEPMA to endeavor to prevent any member of his/her family from taking part in, subscribing in aid of, or assisting in any manner, any movement or activity which is, or tends directly or indirectly to be, subversive of the State, being prejudicial to national security; and where an employee belonging to Field functionary or Supporting staff is unable to prevent a member of his/her family from taking part in, or subscribing in aid of, or assisting in any other manner, any such movement or activity, he/she shall make a report to that effect to the Mission Director.

iii) No Field functionary or Supporting staff shall canvass or otherwise interfere or use his/her influence, in connection with, or take part in, an election to Parliament or any House of a State Legislative or any local authority or body.

iv) The display by any Field functionary or Supporting staff of the MEPMA on his/her personal vehicle, residence or any of his property, of any election symbol shall amount to using his/her influence in connection with an election within the meeting of sub-condition (iii).

v) If any question arises as to whether any movement or activity falls within the scope of this condition, the decision of the Executive Committee thereon shall be final.

7.26 Working with or under, near relatives:

i) Every Field functionary or Supporting staff of the MEPMA shall inform his/her immediate official superior if an employee, who is his/her near relative, is to work under him/her.

ii) Every Field functionary or Supporting staff shall inform his/his immediate official superior if he/she is to work under a member of an All India Service or a State Service who is his/her near relative.

iii) Employment of a member of the family in the Community Based Organizations:

iv) No Field functionary or Supporting staff shall compel the Community Based Organizations to appoint his/her relatives as Community Based Organizations staff. If the Community Based Organizations themselves identify and appoint the relatives of Field functionary or Supporting staff as Community Based Organization's staff, prior permission has to be sought from the Mission Director of the MEPMA.

7.27 Criticism against MEPMA & Government

No Field functionary or Supporting staff shall criticize the activities of the MEPMA or Government

7.28. Misconduct:

A breach of any of the provisions of these conditions shall be deemed to constitute misconduct punishable under Terms and Conditions for Control and Appeal incorporated in H R policy. In addition to above, the following acts are also treated as misconduct on the part of the Field functionary or Supporting staff of the MEPMA.

i) willful insubordination or disobedience of instructions whether alone or in combination with others or any lawful and reasonable order of a superior;

ii) damage, theft, corruption, fraud or dishonesty in connection with MEPMA's business or property;

iii) habitual absence without leave, or absence without leave for more than five consecutive days or overstaying the sanctioned leave without sufficient grounds or proper or satisfactory explanation;

iv) engaging trade within the premises of the MEPMA;

v) unprovoked misbehaviour with Community Based Organizations, drunkenness, riotous, disorderly or indecent behaviour in the premises of the MEPMA;

vi) habitual neglect of work, or habitual negligence, disclosing any information in regard to the activities of the MEPMA to any unauthorized person which may be prejudicial to the interest of the MEPMA;

vii) gambling within the premises of the MEPMA;

viii) Conviction by any Court of Law for any criminal offence involving moral turpitude.

Note:

Breach of any of the above acts will also result in initiation of disciplinary action against employee under Terms and condition for control and appeal of Field functionary or supporting staff of MEPMA.

8. CLASSIFICATION, CONTROL AND APPEAL CONDITIONS

8.1 Classification

The employees of the MEPMA are classified broadly in to "Field Functionaries" and Supporting Staff. The designations of the Field Functionaries working in SMMU, DPMUs & ULBs are classified into 5 'Levels".

The designations of the Supporting Staff working in the Head Office (SMMU) of MEPMA are classified as CLASS-1. The designations of the Supporting staff working in DPMU (District Office) & ULB are classified as CLASS- 2. The Supporting staff belonging to CLASS-1 are further categorised into 4 categories. The Supporting Staff belonging to CLASS-2 are categorised into 2 categories. All these employees are subject to these Classification, Control and Appeal Conditions of MEPMA employees.

8.2 Suspension

i) An employee either appointed on contract or outsourcing and belonging to Field functionaries and Supporting staff of the MEPMA may be placed under suspension from employment –

a) where a disciplinary proceedings against him/her is contemplated or is pending, or

b) where in the opinion of the authority competent to place the employee under suspension, he/she is engaged in activities prejudicial to the interest of the security of the State, or

c) where a case against him/her in respect of any criminal offence is under investigation, inquiry or trial.

d) An employee may be placed under suspension from employment even if the offence for which he/she was charged does not have bearing on the discharge of his/her duties assigned by the MEPMA.

ii) An employee belonging to Field functionaries and Supporting staff of the MEPMA shall be deemed to have been placed under suspension by an order of the authority competent to place him/her under suspension-

a) with effect from the date of his/her detention, if he/she is detained in custody, whether on criminal charge or otherwise for a period exceeding forty-eight hours;

b) with effect from the date of his/her conviction, if in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith removed consequent to such conviction.

Explanation:

The period of forty-eight hours referred to in sub condition (b) of this condition shall be computed from the commencement of the imprisonment after the conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

c) the order of suspension ceases to be operative as soon as the criminal proceedings, on the basis of which the employee of the MEPMA was arrested and released on bail, are terminated.

iii) Where a penalty of removal from employment imposed upon an employee under suspension is set aside in appeal or on revision under these terms and conditions and the case is remitted for further inquiry or action the order of his/her suspension shall be deemed to have continued in force on and from the date of original order of removal, and shall remain in force until further orders.

iv) a) An order of suspension made or deemed to have been made under this condition shall continue to remain in force until it is modified or revoked by the authority which made or is deemed to have made the order or by an authority to which that authority is subordinate.

b) Where an employee of the MEPMA is suspended or is deemed to have been suspended, whether in connection with any disciplinary proceeding or otherwise, the authority competent to place him/her under suspension, may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.

c) An order of suspension made or deemed to have been made under this condition may, at any time, be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority which suspended is subordinate.

v) Under condition 8.2, the Project Director is the Competent Authority to suspend L1 & L2 Level Field functionaries working in DPMU and ULBs and Supporting Staff in the categories 1 & 2 of CLASS-2 working in DPMU and ULBs in the district.

vi) Under condition 8.2, the Mission Director is competent to suspend any field functionary working in any level and any supporting staff working in any category irrespective of the fact whether he/she is working in SPMU (Head Office) or DPMU or ULB.

vii) Orders of suspension shall be reviewed at an interval of every six months, as indicated below.

a) The first review of the orders of suspension made by the Project Director shall be reviewed by the Project Director himself after six months from the date of issue of orders. The 2nd subsequent review shall be by the Mission Director of the MEPMA.

b) The first review of the orders of suspension made by the Mission Director shall be reviewed by the Mission Director himself after six months from the date of issue of orders. He shall review the order of suspension at an interval of every six months.

c) Notwithstanding anything contained in these rules, the Executive Committee may place any Field functionary or Supporting staff of the MEPMA under suspension.

viii) If the disciplinary proceedings are not finalized till two years from the date of suspension, the employee may be reinstated without prejudice to the proceedings being pursued. However in exceptional cases, considering the gravity of the charges the employee may be continued under suspension beyond a period of two years, especially in cases where there is deliberate delay caused due to non- cooperation of the employee concerned.

ix) **Subsistence Allowance:**

The suspended employee shall be paid subsistence allowance during the period of suspension subject to the following terms and conditions.

a) Subsistence allowance at an amount equal to the 50% of the remuneration he/she was drawing at the time of suspension. The amount of subsistence allowance may be enhanced to 75% after 6 months, if the disciplinary proceedings could not be completed because of administrative reasons not attributable to the accused employee.

b) Subsistence allowance shall not be denied to the suspended employee on any ground unless the suspended employee is unable to furnish a certificate that he/she is not engaged in any other employment etc., during the period for which the claim relates.

c) Subsistence allowance shall not be withheld even if the review is pending with higher authority.

8.3 Penalties:

The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on any Field Functionaries and Supporting Staff of the MEPMA, namely:-

(i) **Minor penalties:**

a) Written warning.
b) Withholding of Career Advancement if available.
c) Recovery from pay of the whole or part of any pecuniary loss caused by him/her to the MEPMA, by negligence or breach of orders.
d) Withholding of increments of pay without cumulative effect.
e) Suspension, where a person has already been suspended under condition 8.2 to the extent considered necessary.

(ii) **Major penalties:**

a) Withholding of increments of pay with cumulative effect.

b) Removal from employment which shall ordinarily be a disqualification for further employment under MEPMA.

Explanation:

The following shall not amount to a penalty within the meaning of this condition, namely;-

1) not considering an employee of the MEPMA for career advancement, after consideration of his/her case on merit, to a higher level to which he/she is eligible.
2) reversion of career advancement of an employee working in a higher level to a lower level, on the ground that he/she is considered to be unsuitable for such higher level on an administrative grounds unconnected with his/her conduct.
3) withholding of increments of pay of an employee for his/her failure to pass any prescribed examination in accordance with the terms and conditions governing the employment to which he/she belongs to
4) Removal of an Employee engaged under contract/ outsource in accordance with the terms of his/her appointment on contract/ outsource.
5) Removal, when the services of any employee are no longer required for MEPMA.

8.4 Disciplinary Authorities:

i) The Project Director, DPMU may impose any of the penalties specified under condition 8.3 (i) on the Field Functionaries belonging to L1 & L2 and working in the DPMU & ULBs and on the Supporting Staff belonging to Categories 1 & 2 of CLASS-2 working in the DPMU and ULBs.

ii) The Mission Director may impose on any Field functionary or Supporting staff of the MEPMA any of the penalties specified under condition 8.3 (i) and 8.3 (ii).

iii) The Executive Committee has power to impose penalties specified under condition 8.3 (i) and 8.3 (ii) on any Field functionary or Supporting staff of the MEPMA:

8.5 Procedure for imposing major penalties:

i) Any of the major penalties specified above shall be made except after an inquiry held, as far as may be, in the manner provided in these terms and conditions.

ii) Whenever the Disciplinary Authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehavior or misappropriation against any Field Functionary or Supporting Staff of the MEPMA, it may itself inquire into or appoint under this condition, as the case may be, an authority to inquire into the truth thereof.

Explanation:

Where the Disciplinary Authority itself holds the inquiry, any reference to the Inquiring Authority shall be construed as a reference to the Disciplinary Authority.

iii) Where it is proposed to hold an inquiry against an Employee under these terms and conditions, the disciplinary authority or the controlling authority who is not designated as disciplinary authority and who is subordinate to the appointing authority can draw up or cause to be drawn up:-

a) The substance of the imputations of misconduct or misbehaviour into definite and distinct articles of charges;

b) a statement of the imputations of misconduct or misbehaviour in support of each article of charge, which shall contain:-

i. a statement of all relevant facts including any admission or confession made by the Employee ;

ii. a list of documents by which, and a list of witnesses by whom, the articles of charges are proposed to be sustained

iv) The disciplinary authority shall deliver or cause for the delivery to the Employee a copy of the articles of charge, the statement of the imputations of misconduct or misbehaviour and a list of documents and witnesses by which each article of charge is proposed to be sustained and copies of the **said** documents and statements of the said witnesses and shall require the Employee to submit a written statement of his/her defense on the date fixed for appearance not exceeding 10 working days and to state whether he/she desires to be heard in person.

v) a) On the date fixed for appearance, the Employee shall submit the written statement of his defense in respect of those articles of charge to which the Employee pleads guilty. The Disciplinary Authority shall ask the Employee whether he/she is guilty or has any defense to make and if he/she pleads guilty to any of the articles of charge, the disciplinary authority shall record the plea, sign the record and obtain the signature of the Employee thereon. The disciplinary authority shall record findings of guilty. Where the Field Functionary or Supporting staff admits all the articles of charge, the disciplinary authority shall record its findings on each article of charge after taking such evidence as it may think fit and shall act in the manner laid down.

b) Where the Employee appears before the disciplinary authority and pleads not guilty to the charges or refuses or omits to plead, the disciplinary authority shall record the plea and obtain the signature of the Employee thereon and may decide to hold the inquiry itself or if it considers it necessary to do so, appoint an inquiring authority for holding the inquiry into the charges denied by the employee.

vi) The inquiring authority shall give an opportunity to answer charge and permit him/her to produce witnesses in his/her defense and cross examine any witnesses on whose evidence the charge rests.

vii) The Inquiring Authority may, after completion of the production of evidence, hear the Employee, or permit him/her to file written statement, if he/she so desires. After the conclusion of the inquiry, the Inquiring Authority shall prepare a report which should contain the articles of charge and the statement of the imputation of misconduct or misbehaviour of the Employee in respect of each article of charge, an assessment of the evidence in respect of each article of charge, the findings on each article of charge and the reasons therefore.

viii) The Inquiring Authority, where it is not itself the Disciplinary Authority shall forward to the Disciplinary Authority the records of inquiry which shall include:-

a) The report prepared by it

b) the written statement of defense, if any, submitted by the Employee;

c) the oral and documentary evidence produced in the course of the inquiry;

d) Written statements, if any, filed by the Employee and the orders, if any, made by the Disciplinary Authority and the Inquiring Authority in regard to the inquiry.

ix) Disciplinary Authority after receipt of the enquiry report from the Inquiring Authority shall examine the report and if it agrees with the findings of the Inquiring Authority it shall communicate the same to the Charged Officer to offer his / her remarks. In case it disagrees with the findings of the Inquiring Authority it remit the same to the Inquiring Authority for further inquiry or it orders enquiry denova.

x) The Disciplinary Authority shall forward or cause to be forwarded a copy of the report of the inquiry, if any, held by the Disciplinary Authority to the charged Officer to submit written representation or submission to the Disciplinary Authority within fifteen days, irrespective of whether the report is favourable or not to the Employee.

xi) The Disciplinary Authority shall consider the representation, if any, submitted by the Employee and record its findings before proceeding further in the matter.

xii) If the Disciplinary Authority having regard to its findings on all or any of the articles of charges is of the opinion that any of the penalties specified in condition 8.3 (ii) should be imposed on the Employee of the MEPMA it shall make an order imposing such penalty and it shall not be necessary to give the Employee any opportunity of making representation on the penalty proposed to be imposed.

8.6 Procedure for imposing minor penalties :

In the case of minor punishments the disciplinary Authority shall inform the employee in writing the proposal to take action against him/her and of the imputation of misconduct or misbehaviour on which it is proposed to be taken and giving him/her a reasonable opportunity of making such representation as he/she may wish to make against the proposal within 15 days. After examining the

representation with reference to material available the disciplinary Authority shall issue orders imposing any of the minor penalties specified in 8.3 (i)

8.7 Special procedure in certain cases :

Notwithstanding anything contained in terms and conditions where any penalty is imposed on an Employee of the MEPMA on the ground of conduct which has led to his/her conviction on a criminal charge or where the Disciplinary Authority is satisfied for reasons to be recorded by it in writing that it is not reasonably practicable to hold an inquiry in the manner provided in these Terms and conditions the Disciplinary Authority may consider the circumstances of the case and make such order there on as it deems fit.

8.8 Waiver of procedure in certain cases:

i) All or any of the terms and conditions relating to procedural aspects in conditions 8.5 and 8.6 in exceptional cases and for special and sufficient reasons to be recorded by the Disciplinary Authority in writing, be waived, where there is a difficulty in observing fully the requirements of these Terms and conditions and those requirements can be waived without causing any injustice to the Employee of the MEPMA charged.

ii) If, in respect of any Employee of the MEPMA charged, a question arises whether it is reasonably practicable to hold such inquiry or give such opportunity as is referred to in these terms and conditions the decision thereon of the Disciplinary Authority competent to impose any of the penalties specified in condition 8.3 (ii) on the Employee of the MEPMA concerned shall be final.

iii) In case of strike, willful abstaining from duties and in other cases where the disciplinary authority feels difficulty in observing fully the requirements of these Terms and conditions and those requirements can be waived. In all such cases a press note or SMS amounts to giving reasonable opportunity to the Charged Officer.

8.9 Appeals:

(i) An employee of the MEPMA may prefer an appeal to the Appellate Authority prescribed in these terms and conditions of the employees on the following orders.

a) An order of suspension made or deemed to have been made under condition 8.2.

b) An order imposing any of the penalties specified under condition 8.3 (i) and 8.3 (ii) by the disciplinary authority.

(ii) The Mission Director is the Appellate Authority in respect of the orders issued by the Project Director, DPMU in respect of the Field Functionaries and the Supporting Staff working in DPMU and ULBs in the district. The Executive Committee is the Appellate Authority in respect of the orders issued under these terms and conditions by the Mission Director in respect of various levels of Field Functionaries and various categories Class- 1 & Class-2 of Supporting Staff.

(iii) No appeal preferred under these terms and conditions shall be entertained unless such appeal is preferred within three months from the date on which a copy of the order appealed against is delivered to the applicant.

(iv) **Form and content of Appeal** :

a) Every person preferring an appeal shall do so separately and in his/her own name.

b) The appeal shall contain all material statements and arguments relied on, by the appellant and it shall be complete in itself, and shall not contain any disrespectful or improper language. It shall be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against.

c) The authority which made the order appealed against shall, on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority, without any avoidable delay and without waiting for any direction from the appellate authority.

(v) Mere filing application before the Appellate Authority will not come in the way of giving effect to the orders passed by the Disciplinary Authority**.**

8.10 Revision

1. An application for revision shall be made within 30 days from the date of issue orders by the original disciplinary Authority or Appellate Authority as the case may be. The employee shall explain in his explanation the new facts of the case brought to light subsequent to issue of final orders by the original disciplinary Authority or Appellate Authority and enclose documentary evidences in support of new facts that came to light.

2. Notwithstanding anything contained in these terms and conditions, the Executive Committee may revise any order passed under these terms and conditions within six months only when new facts of the case have been brought to light subsequent to issue of final orders issued by the Original disciplinary Authority or Appellate Authority and

i) confirm, modify or set aside the order; or

ii) confirm, reduce, enhance or set aside the penalty imposed by the order, or impose any penalty where no penalty has been imposed; or

iii) remit the case to the authority which made the order or to any other authority directing such authority to make such further inquiry as it may consider proper in the circumstances of the case; or

iv) pass such other orders as it may deem fit.

3. In the case of enhancing penalty, the employee shall be given reasonable opportunity of making representation against the penalty proposed before order is passed by the Revision Authority. In all other cases ie confirmation, reduction, set aside of the penalty imposed, giving opportunity to make representation is not necessary.

4. Mere filing application before the Revision Authority will not come in the way of giving effect to the orders passed by the Disciplinary Authority or Appellate Authority.

9. FINANCIAL & WELFARE MEASURES / BENEFITS

9.0 MEPMA will implement the following financial and welfare measures /benefits for the Field functionaries and the Supporting staff covered under this HR policy subject to availability of Funds. These financial and welfare benefits except statutory ones may be continued or modified or discontinued depending upon the availability of funds. In this regard the decision of the **MEPMA** is final and non-negotiable.

9.1 **Employee Provident Fund (EPF) & ESI**

MEPMA will follow the Employee Provident Fund provisions as per EPF and Miscellaneous Provisions Act, 1952 and implement the scheme in respect of the **eligible Field functionaries and the Supporting staff** covered under HR policy. The following are the rates of contribution on basic remuneration of each member.

EPF employee's contribution	12%
EPF employer's contribution	12%
EPF Administrative Charges	0.65%
Administrative Charges on EDLS	0.5%

ESI scheme will be implemented to the eligible Functional Specialists and Supporting Staff

9.2 Gratuity:

The Gratuity Act , 1972 will be made applicable to the **eligible Field functionaries and the Supporting staff** covered under HR policy and payment of Gratuity will be made accordingly. Operational guidelines will be as decided by the Executive Committee.

9.3 Personal Accidental Insurance:

The premium to be paid for the sum of Rs.5.0 lakhs assured will be paid by the MEPMA. Operational guidelines will be as decided by the Executive Committee. Operational guidelines will be as decided by the Executive Committee.

9.4 Medi claim policy for Employee and 5 family members:

50 % of the annual premium will be borne by the employee and the remaining 50 % of the premium will be borne by the MEPMA. The sum assured is Rs. 3.0 lakhs. Operational guidelines will be as decided by the Executive Committee.

9.5 Abhaya Group Insurance:

The premium of Rs. 100/- per month will be paid by the employee. The sum assured is Rs. 5.00 lakhs. Operational guidelines will be as decided by the Executive Committee.

9.6. Disability allowance:

Disability Allowance @ 10% of the basic pay will be given to the disabled persons who have physical deformity to the extent of 40% or more on production of certificate issued by the Medical Board, subject to maximum amount fixed by the Government.

9.7. Special Rent Allowance:

All the Functional Specialists and the Supporting Staff covered under this policy will be given Special Rent Allowance **on the basic pay**. The rates of Special Rent Allowance on the basic pay will be decided by the Executive Committee from time to time keeping in view the orders of the Government issued in respect of House Rent allowance from time to time. .

9.8. Performance Based Incentive :

10 % of the Field Functionaries in each level who secured Grade A (Out Standing) in the Annual Performance Appraisal (APR) will be given one time performance incentive in a year subject to availability of funds as decided by the Executive Committee. Detailed guidelines for selection of employees for this benefit will be issued by the Executive Committee every year.

9.9. Travelling Allowances /Fixed Travelling Allowance, Lodging Charges, And Daily Allowances:

Travelling Allowances, Fixed Travelling Allowance, Lodging Charges and Daily Allowance while on tour will be as decided by the Executive Committee from time to time and accordingly they will be extended to the employees.

9.10. Additional Charge Allowance:

The employees covered under this HR Policy are eligible for full additional Charge allowances @$1/5^{th}$ of basic pay if he/ she holds full charge of an equal or higher position against a prior order issued by the Competent Authority for a maximum period of 3 months only**.**

10. MISCELLANEOUS

10.1 Interpretation:

The power to interpret all these terms and conditions vests in the Executive Committee of MEPMA and it is empowered to issue such instructions as may be necessary to give effect to and to carry out the provisions of these terms and conditions of employment of Functional Specialists and Supporting staff of the MEPMA.

10.2 Power to amend and to issue new terms and conditions and subsidiary instructions

The Executive Committee shall have the powers to amend or modify these terms and conditions and to frame and issue new terms and conditions and subsidiary instructions as it may consider necessary to secure effective management of the Functional Specialists and Supporting Staff of the MEPMA

10.3 Savings clauses

These terms and conditions of employment of Functional Specialists and Supporting Staff of the MEPMA, 2018 shall be in addition to and not in derogation of any other terms and conditions of Contract appointment or any other orders of the MEPMA.

APPENDIX-1

1. Open Competition – Women
2. Scheduled Caste – Women
3. Open Competition
4. Backward Class – A – Women
5. Open Competition
6. Open Competition- PH- Visually Handicapped - Women
7. Scheduled Caste
8. Scheduled Tribe – Women
9. Open Competition
10. Backward Class – B – Women
11. Open Competition
12. Open Competition – Women
13. Open Competition
14. Backward Class – C
15. Open Competition
16. Scheduled Caste
17. Open Competition – Women
18. Backward Class – D – Women
19. Backward Class – E – Women
20. Backward Class – A
21. Open Competition
22. Scheduled Caste – Women
23. Open Competition – Women
24. Backward Class – B
25. Scheduled Tribe
26. Open Competition
27. Scheduled Caste
28. Open Competition
29. Backward Class – A
30. Open Competition – Women
31. Open Competition – PH- Hearing impaired
32. Open Competition
33. Scheduled Tribe
34. Open Competition – Women
35. Backward Class – B
36. Open Competition
37. Open Competition
38. Open Competition – Women
39. Backward Class – D
40. Open Competition
41. Scheduled Caste
42. Open Competition

43. Backward Class – D
44. Backward Class – E
45. Backward Class – A- Women
46. Open Competition
47. Scheduled Caste – Women
48. Open Competition
49. Backward Class – B- Women
50. Open Competition - Women
51. Open Competition
52. Scheduled Caste
53. Open Competition
54. Backward Class – A
55. Open Competition- Women
56. Open Competition – PH- Orthopedically Handicapped
57. Open Competition
58. Scheduled Tribe - Women
59. Open Competition-Women
60. Backward Class – B
61. Open Competition
62. Scheduled Caste
63. Open Competition
64. Backward Class – D - Women
65. Open Competition - Women
66. Scheduled Caste - Women
67. Open Competition
68. Backward Class – D
69. Backward Class – E
70. Backward Class – A
71. Open Competition - Women
72. Scheduled Caste
73. Open Competition
74. Backward Class – B
75. Scheduled Tribe
76. Open Competition
77. Scheduled Caste
78. Open Competition - Women
79. Backward Class – A
80. Open Competition
81. Backward Class – B - Women
82. Open Competition
83. Scheduled Tribe
84. Open Competition - Women
85. Backward Class – B

86. Open Competition
87. Scheduled Caste - Women
88. Open Competition
89. Backward Class – D
90. Open Competition - Women
91. Scheduled Caste
92. Open Competition
93. Backward Class – D
94. Backward Class – E
95. Backward Class – B
96. Open Competition - Women
97. Scheduled Caste
98. Open Competition
99. Backward Class – B- Women
100. Open Competition

APPENDIX – II

Proforma for seeking prior permission to acquire or dispose of movable and immovable property

1. Name and Designation :
2. Scale of pay and present pay :
3. Purpose of application/ sanction for transaction/ prior intimation of transaction :
4. Whether property is being acquired or disposed of :
5. Probable date of acquisition / disposal of property :
6. Mode of acquisition/ disposal :
7. (a) Full details about location viz., Municipal No., Street/Village, Mandal, District and State in which situated :

   (b) Description of the property, in the case of cultivable land, dry or irrigated land :

   (c) Whether free hold or leasehold :

   (d) Whether the applicant's interest in the property is in full or part (in case of partial interest, the extent of such interest must be indicated):

   (e) In case the transaction is not exclusively in the name of the employee, particulars of ownership and share of each member:

8. Sale/ purchase price of the property (Market value in the case of gifts):

9. In cases of acquisition, source or sources from which financed/ proposed to be financed

   (a) Personal savings :

   (b) Other sources giving details :

10. In the case of disposal of property, whether requisite sanction / intimation was obtained / given for its acquisition. A copy of the sanction / acknowledgement should be attached :

11. (a) Name and address of the party with whom transaction is proposed to be made ;

    (b) Is the party related to the applicant? If so, state the relationship:

    (c) Did the applicant have any dealings with party in his official capacity at any time, or is the applicant likely to have any dealings with him in the near future?

(d) How was the transaction arranged? (Whether through any statutory body or a Private agency through advertisement or through friends and relatives. Full particulars to be given).

12. Any other relevant fact which the applicant may like to mention.

DECLARATION

I ..... hereby declare that the particulars given above are true. I request that I may be given permission to acquire/dispose of property as described above from/to the party whose name is mentioned in item 11 above.

(OR)

I,……. ..... hereby intimate the proposed acquisition / disposal of property by me as detailed above. I declare that the particulars given above are true.

Station:..... Signature:

Date

APPENDIX- III

Proforma for submission of Annual Property Returns

Annexure-1

Statement of immovable property possessed, acquired and disposed by Sri……or any other person on behalf or by any member of his family during the year ……

Nature of property	Situation of property(Survey/ Municipal number)	Held in whose name	Date and Mode of acquisition / disposal	Price paid / obtained	Source of payment	Whether information given or sanction obtained ; Reference No. & date	Annual Income from Property
1	2	3	4	5	6	7	8

Note: Details of acquisition of properties standing in the name of Hindu Undivided family or partnership in which the officer held a claim or share should be separately shown in the statement.

Signature

Designation

Annexure-II

Statement of movable property possessed, acquired and disposed by Sri……or any other person on behalf or by any member of his family during the year ……

Sl. No.	Nature of property	Held in whose name	Date and Mode of acquisition / disposal	Name & address of person from whom acquired / to whom disposed off	Whether transaction done within the limits of jurisdiction	Price paid / obtained	Source of property
1	2	3	4	5	6	7	8
1	Movable whose value exceeds Rs. 50,000/-						
2	Vehicles; Motar Car/ Motor Scooter& other vehicles						
3	Electrical Goods; Air Conditioner, Television, Refrigerator, any other goods						
4	Jewelry; Ornaments, Vessels etc.						
5	Investments and Cash; Bank Deposit / Debentures/ Shares, Bank Balances						

Note: Details of acquisition of properties standing in the name of Hindu Undivided family or partnership in which the officer held a claim or share should be separately shown in the statement.

Signature

Designation